

Physical Biosciences Division Safety Program

Red Safety Book Work Authorization

Welcome to the Physical Biosciences Division. Before you can start working in PBD, you must complete the following. Please complete this book within one week of hire.

Sign & Date Below

Name _____

LBNL Employee # _____

PDB Location _____

PDB Extension _____

Employment Date _____

After hours phone No. _____

Alternate (non-LBNL)
E-mail Address _____

Supervisor _____

Group Safety
Representative _____

Work Lead
(if applicable) _____

Building Manager or
PBD Facilities Manager _____

Finish all of the above and return this Redbook to Vangie Peterson, Donner Lab, Rm 224.

PHYSICAL BIOSCIENCES DIVISION

PERSONAL SAFETY CHECKLIST

It is the responsibility of Division management and line supervisors to train employees in the safety rules of the laboratory and to foster in them an attitude that safety is an integral part of all experimental work on a day-to-day basis. The purpose of this checklist is to provide guidance to supervisors and provide consistency for all trainees.

Checklist for supervisor (or safety orientation designee):

- ☐ Review general laboratory safety rules and specific hazards with the new employee (or the new guest to our laboratory) using the following summary (sections A – E below).
- ☐ Make sure employee/guest knows about the Material Safety Data Sheets and other safety references, their purpose and their locations.
- ☐ Make sure the employee/guest knows that in the event of an emergency, help should be sought at LBNL by dialing x7911 (Campus 9-911).
- ☐ Complete Job Hazards Questionnaire (JHQ) online. Use the employee self-service Web site to sign up for the required training classes. Training must be complete within 90 days. Hazardous work must be supervised before training is complete.
- ☐ Show new employee/guest the EH&S training website.

A. GENERAL LAB SAFETY INFORMATION

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I know that there is no eating/drinking in labs. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know that no smoking is allowed in labs. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know that no pets are allowed in labs. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know that no person under 18 years of age is allowed in laboratory areas unless on an LBNL escorted tour. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know where to find MSDS (Material Safety Data Sheets) for chemicals/materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what Pub. 3000 is. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know where Pub. 3000 is located (http://www.lbl.gov/ehs/pub/3000/). |
| <input type="checkbox"/> | <input type="checkbox"/> | I know what an Activity Hazard Document (AHD) is. |
| <input type="checkbox"/> | <input type="checkbox"/> | I know who the Division Safety Coordinator is (Nick Sauter) |
| <input type="checkbox"/> | <input type="checkbox"/> | I know who the Division Ergonomics Advocate is (Matt Rice) |
| <input type="checkbox"/> | <input type="checkbox"/> | I will report any occupational illness or injury to my supervisor <u>and to Medical Services (x6266).</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | I will be considerate of others with regard to generating noise. |

B. CHEMICAL HANDLING

OK! **N/A**

- ☐ ☐ Check for potential ignition sources around flammable materials.
- ☐ ☐ Appropriate chemical storage.
- ☐ ☐ Chemicals - safe transportation.
- ☐ ☐ Don't work alone - always let someone know where you are and how long you'll be working
- ☐ ☐ Fume hoods - use with all volatile compounds, particularly organic solvents.
- ☐ ☐ Bottles of working chemical solutions are labelled with content, concentration, date, initials of preparer.
- ☐ ☐ Pipetting - mechanical (never by mouth).
- ☐ ☐ "Sharps" disposed of into sharps container.
- ☐ ☐ Minimize chemical waste.
- ☐ ☐ Wear safety glasses and appropriate clothing when handling chemicals.
- ☐ ☐ Compressed gas cylinders properly secured (2 chains) and moved only with cylinder dollies with cap on the cylinder.
- ☐ ☐ If refrigeration is needed, flammable liquids will be stored in approved refrigerators.
- ☐ ☐ Stored liquids have drip trays for secondary containment.

C. GENERAL ELECTRICAL SAFETY

- ☐ All electrical outlets, breakers, boxes, etc., must have protective covers.
- ☐ Electrical cords/wires are to be protected from damage.
- ☐ Electrical equipment is to be grounded or provided with barriers/shields.
- ☐ Electrical equipment that is provided should be suitable for workplace environment (i.e., proper electrical classification for wet or explosive areas, etc.).
- ☐ Exposed terminals are to be guarded adequately.
- ☐ Ground fault circuit interrupters (GFCI) are installed in wet areas and in receptacles within 6 feet of sinks, including fume hood sinks.
- ☐ Hand-held power tools are to be provided with double insulation or electrical grounds.
- ☐ High voltage control panels and doors are to be closed and interlocked.
- ☐ High voltage warning signs are to be posted at enclosure doors and removable panels as required (voltage greater than 600 volts).
- ☐ All damaged (or taped) electrical cords are to be repaired immediately.
- ☐ No broken or removed grounding pins are to be present on 3-wire cord plugs.
- ☐ No metal ladders are to be near electrical equipment or to be used for electrical work.
- ☐ Office wiring should be sufficient to meet electrical needs.
- ☐ Permanently located equipment and machinery is to be hard wired.
- ☐ Plugs, cords (no frayed cords) and receptacles are to be properly installed and in good condition. They must have cover plates on receptacles.
- ☐ Power cabinets are to be properly labeled.
- ☐ There is unobstructed access to control switches, circuit breakers, electrical panels (3 foot clear zone).

Proper use of power extension cords:

- ☐ 1. I will not use them for more than 30 days in place of permanent wiring.
- ☐ 2. I will not run them through walls, ceilings, doors, table tops, etc.
- ☐ 3. I will use three conductor cable.
- ☐ 4. I will use proper electric plugs.
- ☐ 5. I will never "daisy-chain" extension cords.

D. FIRE AND SEISMIC SAFETY.

- ☐ Aisles, passageways should leave 3 ft. of clearance.
- ☐ High shelves have seismic lips so that no books or equipment will fall off.
- ☐ Locker, file cabinets, furniture, and equipment over 3 feet high will be secured against tipping and falling during an earthquake.
- ☐ Stored materials are securely stacked to prevent tipping. No heavy objects are stored above 3 feet unless secured.
- ☐ Cardboard boxes, piles of papers, computer output or anything flammable cannot be stored out of reach of a fire sprinkler head.
- ☐ Houseplants are properly secured.

E. GENERAL HOUSEKEEPING.

- ☐ Floors are clean and dry.
- ☐ Furniture is in good repair. Report any furniture that needs repair to building manager.
- ☐ Unused equipment is maintained in a safe, orderly manner or is sent to storage/salvage.
- ☐ No sharp, protruding objects are to be left unprotected.
- ☐ If you notice a trip hazard, remove it or report it immediately to the Building Manager.
- ☐ Refrigerators are properly labeled when used for food or beverage storage.
- ☐ No food or beverages may be stored in laboratory refrigerators or cabinets used for chemical storage.
- ☐ There is an orderly and clean appearance to the work area.
- ☐ Separate storage and disposal containers are available for glass, paper, and hazardous materials.
- ☐ There is sufficient illumination of work areas. If you sense a problem, see the Building Manager.
- ☐ I will turn off room lights and close doors to the hallway when I leave at night.

Yes **No**

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I understand safety responsibilities and authorities at LBL: |
| <input type="checkbox"/> | <input type="checkbox"/> | - personal |
| <input type="checkbox"/> | <input type="checkbox"/> | - my supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | - EH&S (Environment, Health and Safety) |

I understand:

- ☐ Only authorized experiments are performed.
- ☐ My supervisor will keep me trained as new hazards are introduced into the workplace. This is the definition of the term "HAZARDS COMMUNICATION".
- ☐ I can ask my supervisor or EH&S for further health and safety information as the need arises.

Any Comments: _____

Physical Biosciences Division
Emergency Response Training—See the Building Manager or PBD Facilities Coordinator

I Understand

- ☐ PBD Safety Coordinator is Nick Sauter 486-5713 (Cell 847-1592)
- ☐ PBD Safety planning team: Marie Alberti (Administrator), Vangie Peterson (Facilities Coordinator), Matt Rice (Ergonomics Advocate and Safety Assistant)
- ☐ Assembly area in an emergency
- ☐ Emergency exits
- ☐ Emergency procedures Report all occurrences to Vangie (x4348)
- ☐ Lab emergency number x7911
- ☐ Seismic ratings of Division buildings: Donner south(poor), Donner north(good), 4(fair), 6(poor), 62(fair), 64(poor), 66 lab(good), 66 auditorium(fair), 80(fair), 977(not evaluated).
- ☐ Earthquake preparedness procedures.
- ☐ Emergency showers and eyewashes
- ☐ Spills kits - location and use
- ☐ Fire extinguisher - location
- ☐ Location of disaster trauma kits Employees to provide personal band aids
- ☐ Security (x5472 or x6999; non-emergency x4050)
- ☐ Waste Minimization
- ☐ Accident reporting. Health Services (x6266)

I HAVE BEEN TRAINED:

TRAINED BY

DATE

YES NO

- | | | | | |
|--------------------------|--------------------------|---------------------------|-------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher - Class | <hr/> | <hr/> |
| <input type="checkbox"/> | <input type="checkbox"/> | CPR Certified | <hr/> | <hr/> |
| <input type="checkbox"/> | <input type="checkbox"/> | First Aid Certified | <hr/> | <hr/> |

Employee's signature _____

Date _____

Trainer's signature _____

Date _____